



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u>	<u>Interviewer:</u> Mohammed Cato	RFA #15 – 19
<u>Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u>		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> Workplace Environment [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male x Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐
 Concern Regarding: Male x Female x Administrator ☐ Faculty ☐ Staff x Student ☐

Category: *(Please check at least one)*

- | | | | | |
|---|--|--|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input checked="" type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
- x Gender Identity or Expression

Time Line		
Date	Item	Comments
10/1/15	[REDACTED] called EO Office and spoke to Laura	<p>[REDACTED] is a participant in the [REDACTED] program and has been partnered with [REDACTED].</p> <p>[REDACTED] indicated that he felt he was experiencing discrimination based upon his trans identity. On Sept. 17th, [REDACTED] said he attended [REDACTED] "Safe Zones" from 8am to 12pm. During the latter half, [REDACTED] says that he sat on a panel of trans, non-binary, and queer students, staff and community members. He shared that he was queer and transgender and answered questions from the audience. According to [REDACTED], his work colleagues started to treat him differently once he disclosed his sexual orientation. Prior to his disclosure [REDACTED] claims that he had a friendly relationship with his work colleague [REDACTED], but that [REDACTED] stopped speaking to him, stopped making eye contact with him and sat rigid with closed off body language in [REDACTED] presence.</p>

		<p>█████ also shared that on Sept. 18th, he was locked out of the █████ office around 8am. He mentioned that he knocked on the door and called the front desk phone but didn't receive a response. █████, another work colleague, was outside and saw that █████ was locked out. █████ had keys so he opened the door and let █████ inside. █████ says that once he stepped inside, he saw █████ and █████, two work colleagues, in █████ office which is next to the front desk phone. They didn't seem surprised that █████ had been trying to get in but never opened the door for him.</p> <p>Laura indicated that SGS and MC typically handle discrimination concerns and that they would pass █████ information onto MC and SGS.</p>
10/2/15	Laura forwarded █████ contact information to MC.	
10/2/15	<p>█████ sends Laura an email and asks to set up a meeting to discuss possible discrimination experienced by █████ as an █████ member</p>	
10/2/15	MC calls █████	<p>█████ recounts the behavior of his colleagues once he discloses that he is transgender. He shares that his colleagues no longer talk to him and are very distant. He also recounts being locked out of the office and feeling very uncomfortable because █████ and █████, two of his colleagues, were in the office and did not open the door for him. █████ feels that his colleagues are treating him differently because of his trans identity. Beforehand █████ and █████ would talk and joke around and were friendly but that has all stopped. █████ describes the work environment as "unsafe". MC tells █████ that he will talk to █████ and Sue to determine next steps. MC and █████ also discuss █████ possibly working upstairs in a different office since he feels unsafe in the current office.</p>
10/5/15	Laura responds to █████ email and informs █████ that MC will be handling the matter. Laura gives █████ MC's contact info.	
10/5/15		
10/6/12	█████ and MC talk	<p>█████ tells MC that they are working on bringing █████ work group together and having a large discussion. █████ also shares that he has talked to █████ about providing social identity training. MC</p>

		and [REDACTED] both agree that it's important for [REDACTED] to talk to [REDACTED] to get a sense of what [REDACTED] needs to feel safe. MC also wants to follow up with [REDACTED] to get a sense of the overall climate and to ensure that future students will be able to work in an environment free from discrimination.
10/6/15	Director of Counseling and Health has a 3 hr meeting with [REDACTED] team and also agrees to lead a campus training initiative on LGBTQ awareness.	
10/7/15	MC calls [REDACTED] twice	
10/8/15	MC calls [REDACTED] and leaves a voice message	
10/8/15	MC has phone conversation with [REDACTED]	[REDACTED] plans on writing a summary of his experience at [REDACTED] and submitting it to MC. [REDACTED] also shares that he doesn't feel comfortable attending the facilitated Communications session because he feels there is a history of conflict and discrimination and that his experience would be overshadowed by past issues between office members. [REDACTED] didn't think it was appropriate for him to be part of a discussion that also addresses past issues within the office that occurred before [REDACTED] was there. [REDACTED] also mentioned an incident where [REDACTED], [REDACTED] Supervisor, informed him that she suggested to [REDACTED] to ask for [REDACTED] pronouns when [REDACTED] talks to [REDACTED] about his complaint. According to [REDACTED] has never asked [REDACTED] about his pronouns while working with her on the complaint.
10/8/15	MC has a follow up conversation with [REDACTED]	MC asks for a copy of Western's contract with [REDACTED] in order to review language pertaining to acts of discrimination in the workplace and accompanying procedures/remedies. [REDACTED] also indicates that [REDACTED] are working together to address the problem. They plan on facilitating a session with the Welcome Center around communication. [REDACTED] indicates that [REDACTED] doesn't feel comfortable participating in the session because he doesn't want to be the target of discussion.
10/8/15	[REDACTED] has meeting with Director of Counseling	
10/8/15	[REDACTED] emails MC a summary of events a [REDACTED]	
10/12/15	[REDACTED] emails a copy of the [REDACTED] contract with Washington	

	Campus Compact to MC.	
10/13/15	██████ sends MC a general contract form for the Washington Campus Compact program.	
10/14/15	MC calls ██████	██████ shares that there was a 3hr meeting to discuss the climate but that he didn't feel comfortable attending. He also says that he doesn't feel comfortable returning to ██████ and is wondering if he can get a partial award for the hours he has put into the program.
10/19/15	Michael Dennis, College Access Corps Team Leader talks to ██████	Michael calls ██████ to get an update. ██████ expresses that he is not interested in returning to ██████ but is willing to listen to alternative solutions and locations and talk to ██████.
10/19/15	MC and ██████ follow up via phone	
10/21/15	██████ emails MC and lets him know that he has officially quit his job with ██████ in part due to his	
10/26/15	██████ forwards an email that he received from ██████	██████ shares attempts that he made to address the climate and co-workers.
10/26/15	██████ emails MC	
10/27/15	██████ shares with MC via email his conversation with ██████ regarding his original interview and critiques the steps that ██████ has taken to address the situation	
10/28/15	██████ makes a request through email for a formal investigation of his concerns to ██████ ██████ ██████	

10/29/15	█████ emails MC and asks if EOO can assist his supervisor █████	
10/30/15	MC explains that █████ is a █████ employee and that Western is a separate institution so EOO will be very limited in what it can do	
11/3/15	█████ emails █████	█████ asks █████ if he is leaving the program due to "cause" or compelling personal circumstances"
11/5/15	█████ emails and asks to speak on the phone	
11/5/15	█████ emails MC	█████ shares that he spoke with █████ about receiving compensation for the hours that he did work while he was with █████ under █████ can receive partial compensation if he has completed a minimum of 15% of 1700 hours. █████ is looking further into the matter
11/5/15	█████ confirms that █████ has completed over the minimum number of hours to receive compensation	
11/9/15	█████ emails and explains the compelling circumstances that caused him to leave the program.	
11/9/15	█████ sends an email to █████ letting him know that he has approved █████ exit due to compelling circumstances and has given him a partial award for the hours he completed.	
11/9/15	█████ emails MC	█████ indicates that she is resigning from █████ because of its hostile climate toward LGBTQ members

11/12/15	████ has been gone on vacation for the past 2 weeks but emails █████ and says she will be in touch soon.	
11/12/15	████ emails MC and lets him know that he heard back from █████ and tha █████ approved his exit from the program for compelling reasons and that he received compensation for the hours that he completed.	
11/13/15	MC emails █████ back and tells him that he and SGS plan on meeting with █████ and █████	
11/17/15	MC, SGS, █████ and █████ meet to discuss █████ and █████	
11/18/15	MC calls █████ and recounts his conversation with █████ SGS and █████	████ thanks MC for his assistance.